

# Event Details

## PeopleSoft Strategic Sourcing

Event ID	Format	Type	Page
32901-NV12296	Sell	RFx	1
Event Round	Version		
1	1		
Event Name			
Inmate Food Package Program			
Start Time	Finish Time		
04/04/2022 14:15:00 CDT	06/10/2022 14:00:00 CDT		

**Bidder:** PUBLIC EVENT DETAILS

**Submit To:** Correction  
Call for Shipping Information  
United States

**Contact:** Michael Bentheimer  
**Phone:** 615/532-1922  
**Email:** Mike.Bentheimer@tn.gov

**Event Currency:** US Dollar  
**Bids allowed in other currency:** No

## Event Description

\*\*\*This is the most up to date version of the event that was previously 32901-12296. Changes to this event are as follows: Updated Bid Factors, Amendment 1 added as responses to Questions and Comments, Updated Event Workbook\*\*\*

This solicitation is to bid on a 5 year contract with the Tennessee Department of Correction for the Inmate Holiday Package program. Inmates and their friends and family will be able to purchase from a variety of items to be sent to the inmate in their respective facility. Facility locations, order frequency and information on core and non-core items can be found within the Revenue contract attached to this solicitation. Respondents are expected to complete the Event Workbook excel sheet completely and attach it to the designated bid factor. The Event Workbook contains Core Items that are required to be supplied by the Contractor for the duration of the Contract. Award will be based on the lowest total cost as calculated in the Event Workbook; the cost will be determined by the sum of all of the Core Items. Historically end-users have purchased five million dollars (\$5,000,000) worth of Inmate Food Package Program items per year

## General Questions

Question	UOM	Best	Worst	Response
I (we) agree to strictly abide by all the statutes and terms contained in the rules of the Department of General Services, Central Procurement Office, which are by reference made a part hereof, in addition to the special terms, conditions and specifications embodied in the invitation to bid.				
IMPORTANT: By Selecting YES, the bidder certifies compliance with the above and further certifies that this bid is made without collusion or fraud.		Yes		<input type="text"/>
Required: Yes Mandatory Response:Yes				
Response Comments				
<input type="text"/>				

Please answer yes or no to the following. If YES, describe using additional pages and attach to the Response including any relevant details:

(a) is the Respondent presently debarred, suspended, proposed for debarment, or voluntarily excluded from covered transactions by any federal or state department or agency;

(b) has the Respondent within the past three (3) years, been convicted of, or had a civil judgment rendered against the contracting party from commission of fraud, or a criminal offence in connection with obtaining, attempting to obtain, or performing a public (federal, state, or local) transaction or grant under a public transaction; violation of federal or state antitrust statutes or commission of embezzlement, theft, forgery, bribery, falsification or destruction of records, making false statements, or receiving stolen property;

(c) is the Respondent presently indicted or otherwise criminally or civilly charged by a government entity (federal, state, or local) with commission of any of

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the offenses detailed above; and

(d) has the Respondent within a three (3) year period preceding the contract had one or more public transactions (federal, state, or local) terminated for cause or default.

Required: Yes Mandatory ResponseNo

### Response Comments

Please list the following information:

List the Contract Administrator's Name  
List the Contract Administrator's Address  
List the Contract Administrator's Phone Number  
List the Respondent's Toll Free Phone Number  
List the Contract Administrator's Pager or Cell Number  
List the Contract Administrator's Email Address  
List the Respondent's Website

Required: Yes Mandatory ResponseNo

### Response Comments

Please complete the attached form, included with the Terms and Conditions document, and attach all pertinent documentation regarding your company's efforts to achieve diversity business participation. This information must be submitted with the bid document and monthly thereafter until a reasonable level of diversity business participation is achieved. Confirm below that you have completed this attached form by choosing, "Yes."

Required: Yes Mandatory ResponseNo

### Response Comments

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Question	UOM	Best	Worst	Response
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Please attach documentation that reflects you are registered with the Department of Revenue for sales and use tax, as stated in the Terms and Conditions. If you are exempt, please provide a copy of the communication from the Department of Revenue supporting this exemption.

Required: Yes Mandatory ResponseNo

### Response Comments

The respondent shall indicate whether or not they plan to sub-contract:

No: The respondent does not anticipate using a sub-contractor at this time and agrees to submit a request to subcontract during the contract period prior to using a subcontractor.

Yes: The bidder shall list the subcontractor(s):

Attach list of additional subcontractors to the bid, including the following for each subcontractor.

List the Sub-Contractor's Name  
List the Sub-Contractor's Address  
List the Sub-Contractor's Contact Person  
List the Sub-Contractor's Phone Number

Required: Yes Mandatory ResponseNo

### Response Comments

Associated Terms:

The Contractor shall not assign this Contract or enter into a subcontract for any of the goods or services provided under this Contract without obtaining the prior written approval of the Central Procurement Office. Notwithstanding any use of approved subcontractors, the Contractor shall be the prime contractor and shall be responsible for all work provided.

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Question	UOM	Best	Worst	Response
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Attach your completed Event Workbook here with the yellow columns completely filled out

Required: Yes Mandatory ResponseNo

**A file attachment is required to satisfy this question.**  
**Your bid will need to be edited online to include attachment responses.**  
**Response Comments**

Per A.11 of the contract, a Contractor should provide references that the Respondent has past participation in a similar program with a department of correction.

Please provide Contact Information in the form of Point of Contact Name, Phone, Email and physical address of at least two (2) references evidencing a respondent's capabilities and familiarity with general Correction's processes.

Required: Yes Mandatory ResponseNo

**Response Comments**

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## Line Details

**Line:** 1   **Item ID:**   **Line Qty:** 1.00   **UOM:** Batch Lot  
**Required:** Yes   **Reserve Price:** No

**Bid Qty:**

**Description:** Fill Out Excel Workbook and attach to the appropriate Bid Factor

Question	UOM	Best	Worst	Response
What is the unit price of this item?				<input type="text"/>
Required: Yes   Mandatory Response: No				

### Response Comments

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## Bidder Information

<b>Firm Name:</b>		
<b>Name:</b>	<b>Signature:</b>	<b>Date:</b>
<b>Phone #:</b>	<b>Fax #:</b>	
<b>Street Address:</b>		
<b>City &amp; State:</b>	<b>Zip Code:</b>	
<b>Email:</b>		

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## Appendix A - Line Specifications

**Line:** 1    **Item ID:**    **Line Qty:** 1    **UOM:** Batch Lot  
**Description:** Fill Out Excel Workbook and attach to the appropriate Bid Factor

### Item Specifications

<b>Manufacturer:</b>		
<b>Mfg Item ID:</b>		
<b>Item Length:</b>	0	<b>Item Height:</b> 0
<b>Item Width:</b>	0	<b>Dimension UOM:</b>
<b>Item Volume:</b>	0	<b>Volume UOM:</b>
<b>Item Weight:</b>	0	<b>Weight UOM:</b>
<b>Item Size:</b>		<b>Item Color:</b>

### Shipping Information

<b>Schedule:</b>	1	<b>Ship To:</b>
<b>Quantity:</b>	1	
<b>Due Date:</b>	06/01/2022	
<b>Freight Terms:</b>		
<b>Ship Via:</b>		

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## Appendix B - Terms & Conditions

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1. The undersigned acknowledges that all submitted information and documentation will become the property of the state of Tennessee. The undersigned also affirms that the information given above is true, accurate, and includes pertinent information necessary to identify and explain the operation of this organization to the best of my knowledge and is in no way misleading.
2. Should any data change in the future, the Supplier agrees to immediately submit the correct information electronically through the State's Supplier Portal.  
  
If the information will be submitted in writing please mail to the following address:  
  
Department of Finance and Administration  
312 Rosa L. Parks Ave.  
21st Floor Tennessee Tower  
ATTN: Supplier Maintenance  
Nashville, TN 37243
3. No person on the grounds of handicap or disability, age, race, color, religion, sex, national origin, creed, or any other classification protected by Federal and/or Tennessee State constitutional and/or statutory law shall be excluded from participation in, or denied benefits of, or be otherwise subjected to discrimination in the performance of the Contract or in the employment practices of the Contractor. The Contractor shall, upon request, show proof of such non-discrimination, and shall post in conspicuous places, available to employees and applicants, notices of non-discrimination.

Last Updated: 08/30/2016